



JOB INTERVIEW



YOUR CHANCE TO SHINE

INTERVIEW PRACTICE

- Regardless of the type of interview, the best advice is to prepare and practice beforehand.
- When you have your script and have rehearsed your answers, you will feel prepared and more confident no matter who you have to face.

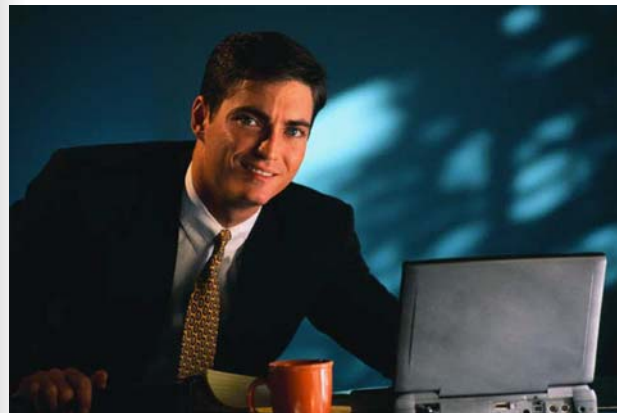


Be Prepared

- Bring along a folder containing extra copies of your resume, a copy of your references and paper to take notes.
- You should always have questions prepared to ask at the end of the interview.



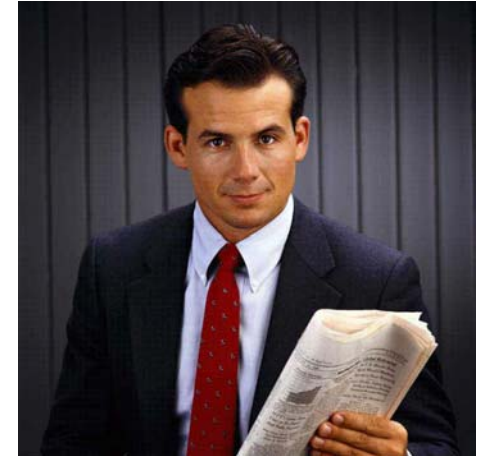
First Impression 30 seconds



- The first 30 seconds make or break the connection between two people when they meet for the first time.
- The interviewer may be drawing conclusions about you before you've even gotten to the real interview.

APPEARANCE COUNTS

- “Clothes should be a part of who you are and should not be noticed.”
- Your clothes are the packaging and should not take attention away from the product.



APPEARANCE COUNTS

- An interview is not a place to make a fashion statement.
- A professional-looking outfit is bound to impress most employers even if you wouldn't usually dress up that much every day.



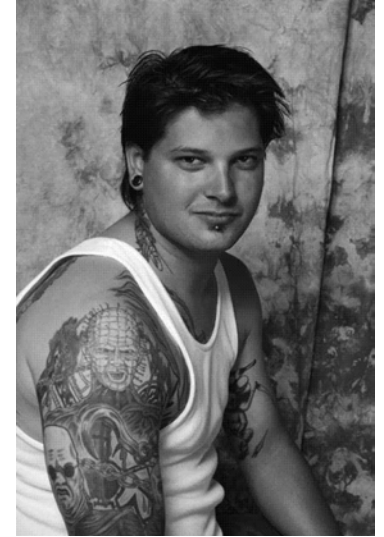
Tips for women interview dress

- No wild nail polish
- No jewelry that jangles
- Wear stockings
- No extremely short skirts
- Conservative colors for clothes
- Handbags should be conservative and inconspicuous



Fashion tips for men

- Shave before interviews
- Hair should be clean and well groomed
- Dress shirt and tie should be worn to the interview
- Nice slacks or clean levis that are up around your waist



SELLING YOURSELF



- The interview gives you an opportunity to sell yourself as an employee of their company.
- Emphasize how much you would love to join the company or ask what the next step in the hiring process will be.

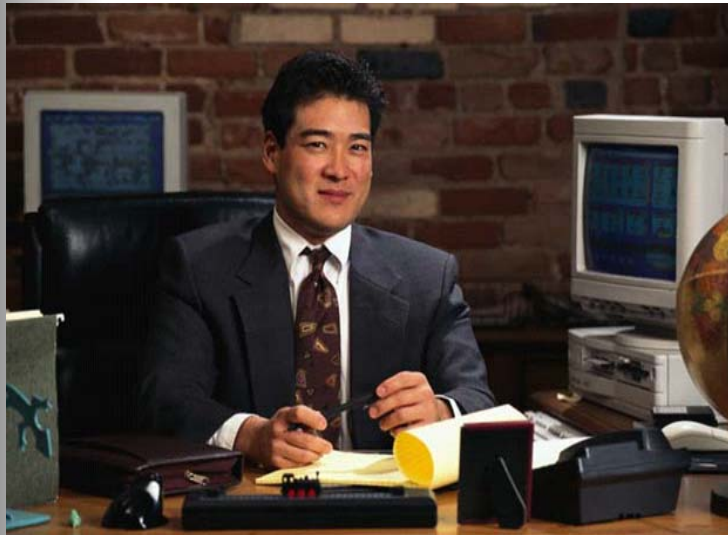
BE ON TIME



- Never arrive late to an interview. Allow extra time to arrive early in the vicinity, allowing for actions like getting lost. Enter the building 10 to 15 minutes before the interview.

NONVERBAL COMMUNICATION

- Sit up straight, shoulders back and head held high. When you slouch, whether sitting or standing, you're saying volumes about you and your confidence level.



NONVERBAL COMMUNICATION

- Eye contact is very important. It can indicate a confident and upbeat attitude. It can demonstrate your social and interpersonal skills as well as your excitement about the opportunity for which you're interviewing.



NONVERBAL COMMUNICATION

- The handshake sends a strong tactile message.



VERBAL COMMUNICATION

- Your voice and the volume of your speech convey a strong impression. You should speak with enthusiasm and energy.



VERBAL COMMUNICATION

- Your vocabulary reveals your communication skills and ability to interact with people, especially ones you've met before. It is important to use their words and talk their talk.
- Confidence is desirable, not arrogance. Arrogance suggests "they can't be a team player."





DESCRIPTIVE ADJECTIVES

Accurate

Active

Adaptable

Adept

Broad-minded

Competent

Conscientious

Creative

Dependable

Determined

Diplomatic

Discreet

Efficient

Energetic

enterprising

Enthusiastic

Experienced

Fair

Firm

Genuine

Honest

Innovative

Logical

Loyal

Mature

Methodical

Motivated

Objective

Outgoing

Personable

Pleasant

Positive

Practical

Productive

Reliable

Resourceful

Self-disciplined

Sense of humor

Sensitive

Sincere

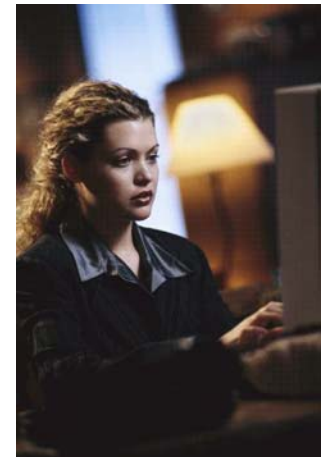
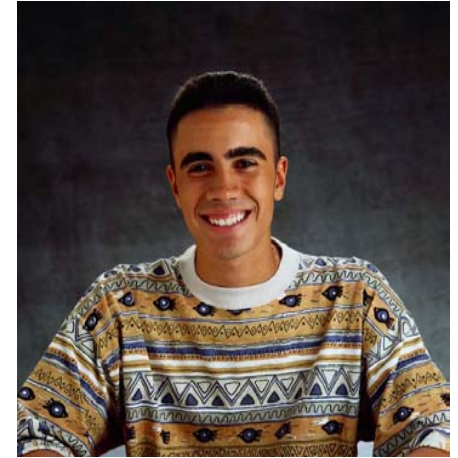
Successful

Tactful

Trustworthy

SPICE UP YOUR ANSWERS

- TYPICAL “I’m a high energy person.”
- UNIQUE “I’m energized by challenges and problems.”

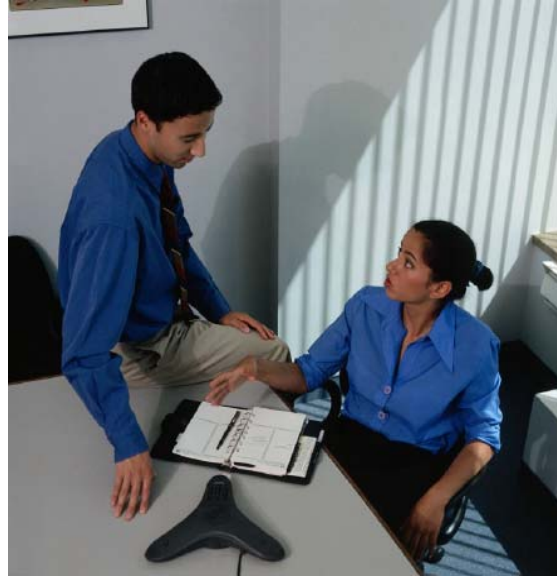


SPICE UP YOUR ANSWERS

- Typical “I’m a hard worker.”
- Unique “I do whatever it takes to get the job done, sometimes working 10-hour days.”



SPICE UP YOUR ANSWERS



- Typical “I’m a quick learner.”
- Unique “I can hit the ground running and come up to speed faster than anyone I know.”

SPICE UP YOUR ANSWERS

- Typical “I’m very organized.”
- Unique “I am a person who can bring order to chaos.”



SPICE UP YOUR ANSWERS

- Typical “I work well with others.”
- Unique “I am a person who values other people’s qualities and contributions.”





JOB INTERVIEW



BLOOPERS

LISTEN



One of the most neglected interviewing skills is listening. Make sure you are not only listening, but also reading between the lines.

Sometimes what is not said is just as important as what is said.

GIVE SPECIFIC EXAMPLES

- One specific example of your background is worth 50 vague stories. Prepare your stories before the interview.
- Give examples that highlight your successes and uniqueness. Your past behavior can indicate your future performance.



MULTIPLE INTERVIEWS

- For some positions you will have to go through multiple interviews. Just remember these inquiries are working together toward the same end.



TELL ME ABOUT YOURSELF

- The most frequently asked question in an interview.
- Response sets the tone for the rest of the interview.
- Think what you want the interviewer to know about you.



TELL ME ABOUT THE TIME WHEN.....

- This technique uses your past experiences and behaviors as an indicator of future success.
- If you can demonstrate through examples that you have accomplished something before, there is a tendency for the interviewer to believe you may do it again.



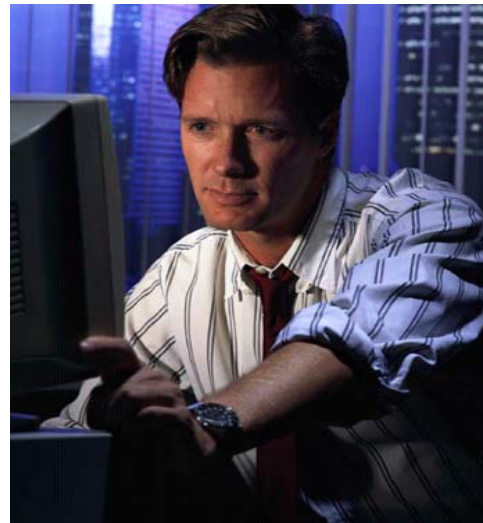
BRAINTEASER OR INTERVIEW TORTURE TOOL

- This technique has become so prevalent that William Poundstone decided to write a book about it. *“How Would You Move Mount Fuji?”*
- Bill Gates personally asks every prospective employee brainteasers before the company makes an offer.



WHAT MOTIVATES YOU?

- Contemplating when you have been most satisfied in a school situation, job, home situation, etc. will not only help you answer this question, but it will also help you focus on what you want in your job. i.e. project leader, served on a committee.



WHY DO YOU WANT TO WORK HERE?

- The interviewer is looking for an answer that indicates you've thought about where you want to work—that you're not just sending your resume to any company with a job opening. Researching the company before the interview will make you stand out a more informed and competent applicant.



WHAT ARE YOUR GREATEST STRENGTHS?

- Knowledge-based skills:

Acquired from education and experience (e.g., computer skills, languages, degrees, training and technical ability).



WHAT ARE YOUR GREATEST STRENGTHS?

- Transferable
skills:

Communication
and people
skills

Analytical problem
solving and
planning skills



WHAT ARE YOUR STRENGTHS?

- Personal traits

Dependable,
flexible, friendly,
hard working,
expressive,
formal, punctual
and being a
team player



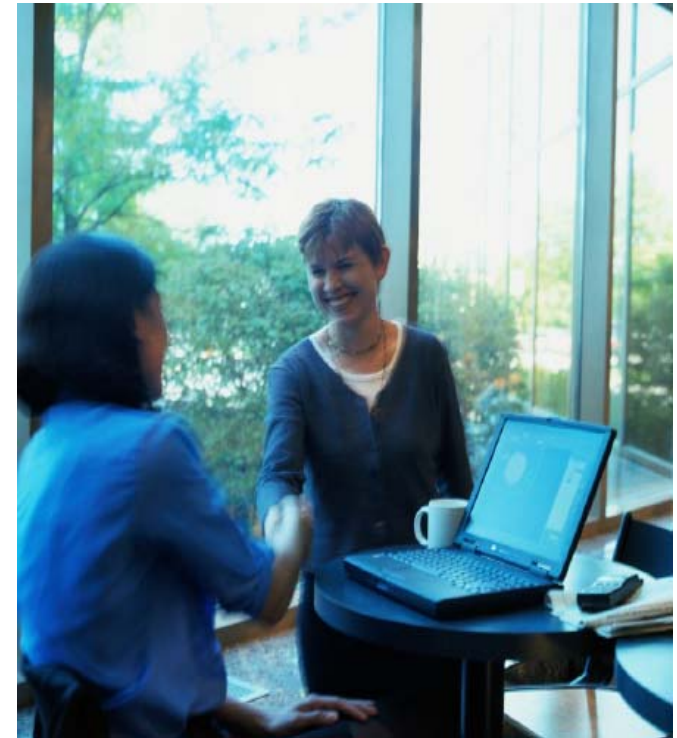
WHAT IS YOUR GREATEST WEAKNESS?

- Minimize a trait and emphasize the positive.
- Select a trait and come up with a solution to overcome your weakness.
- Concentrate more on professional traits and stay away from personal traits.



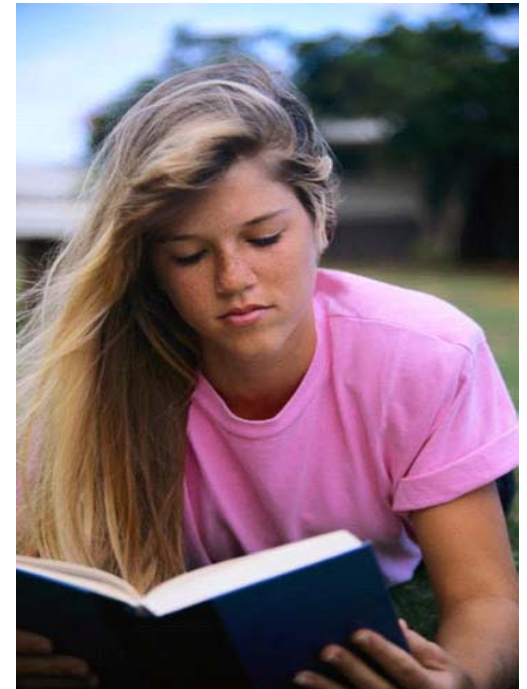
WHERE DO YOU SEE YOURSELF IN FIVE YEARS?

- Interviewers ask this question to gain insight into your self-awareness and communication skills.
- The more focused and employer-centered you can be about your goal, the better your chances will be of steering the interview in the right direction.



WHY SHOULD WE HIRE YOU?

- Start by looking at the job description or posting.
- What is the employer stressing as requirements of the job?
- What will it take to get the job done?
- Don't underestimate personal traits that make you unique; your energy, personality type, working style and people skills.



WHY SHOULD WE HIRE YOU?



■ Take time to think about what sets you apart from others.

Never miss a deadline

Good sense of humor

Great attention to detail

Asking the right questions (to see if you really want the job)



- “What attributes are most needed to succeed in this job”
- What kind of training is offered?
- What can I expect in pay raises?
- How many people have held this job in the past few years? Why did they leave?

DO YOU HAVE ANY QUESTIONS?

- The most common answer to this question is “no.” Not only is this the wrong answer, but it’s also a missed opportunity to find out information about the company.
- It is important for you to ask questions relating to the job, the company and the industry.



DO YOU HAVE ANY QUESTIONS?

- Make a list of at least 10 questions to take with you to the interview.
- Ask questions about the job, the desired qualities and the challenges.
- Ask about the company and the management.
- Ask about the industry and future projections.



CLOSING THE INTERVIEW

- Key points to keep in mind:

Leave your interviewer with the right picture of you (skills or traits you want remembered)

Ask if there is anything else you can provide, such as references, background information or work samples.



CLOSING THE INTERVIEW

State your interest in the position.

Ask about the next step in the process—a decision date.

Find out how to contact them if necessary.



FOLLOW-UP

- Whether it's through e-mail or regular mail, the follow-up is one more chance to remind the interviewer of all the valuable traits you bring to the job ad company. Don't miss this last chance to market yourself.



CRITIQUING YOUR PERFORMANCE

- On a scale of 1 -10 how do you rate yourself?
 - My overall feeling of satisfaction with the interview.
 - Did I arrive on time?
 - How was my introduction—good greeting/handshake/posture?
 - Was I confident and professional at all times?
 - How did I speak—calm, clearly, not overly aggressive?



CRITIQUING YOUR PERFORMANCE

How was my non-verbal communication?

Did I handle the difficult questions with ease, or did I fumble aimlessly?

Did I have good rapport with the interviewer?

Did I talk about my strengths?

Did I talk about my weakness in a positive manner?

